



JOB DESCRIPTION

Position Title: **Senior Technician**

Working Area: **Cartographics**

Class Code: 5326

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Technical Work in computer mapping, cartographics, database development, and graphic productions to support department projects and programs.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Creates and maintains digital maps using ArcInfo and ArcView software packages. Creates and inserts map topology, feature attributes, annotation, digitizing, Cogoing, querying in ArcView and ArcInfo. Uses extension tools such as CadReader and GeoCoding and various methods of merging spatial coverage's and associated databases. Creates hard copy plots though ArcView layouts and writing program code through the use of ArcPlot.

Maintains the official future land use map recorded on 1:400 foot hard copy section maps and in ArcInfo as a digital coverage.

Creates and maintains databases for report building and data queries for mapping and graphic projects.

Designs, creates and edits layouts, ads, brochures and presentations using various graphics software including PowerPoint and CorelDraw in support of department reports and projects.

Coordinates with other County Departments, public agencies and businesses, sharing data formats and reports from available information databases.

Researches, analyzes and depicts property data (property boundary, acres, DOR codes, land use, natural resources, zoning, etc.) for small projects and for mapping on a countywide basis.

Identifies ongoing changes and updates all mapping layers associated with County Planning responsibilities.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of elements related to planning environment and property appraiser's tax roll database and associated parcel maps. Knowledge of GIS mapping layers. Knowledge of ArcInfo, ArcView, MS Office Pro software. Some knowledge of MS project and CorelDraw software and have a familiarity with the physical layout of Seminole County.

Ability to read and interpret legal descriptions and survey notes to determine property boundaries. Ability to create maps using ArcInfo and ArcView software. Ability to operate a variety of computer software, hardware, peripherals, pointers, plotters and other equipment to produce maps and presentations for department projects. Ability to communicate effectively both orally and in writing. Ability to work in a team environment.

Project/Time Management Skills are a must, including ability to determine methodologies and schedules for projects, identify goals, data sources, timelines, potential problems, criteria for manipulation/conversion of data, quality control measures, type of output, documentation needs and storage methods.

Associates Degree and two years experience in Planning, GIS, Geography, Cartography, Graphic Arts, Computer Science or a closely related field.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.